

Penderels Trust

Menu of Services

Gloucestershire

February 2013

Penderels Trust Gloucestershire
The Steadings Business Centre
Maisemore
Gloucester
GL2 8EY

Local rate telephone number: 0845 606 0312

Fax: 01452 332015

email: gloucestershire@penderelstrust.org.uk

website: www.penderelstrust.org.uk



Services

Administration and financial management	Price to the Service User – specify unit e.g. £ per hour/£ per task
Advice and assistance with VAT, PAYE and National Insurance	£20ph
Financial Planning and budgeting	£20ph
Managed accounts	TPSAs from £290 each, per year
Record keeping and monitoring	£20ph
Administration of a payroll and PAYE system	See Menu of Services/Payroll Price List
Appointeeships	Start from £400 (residential) Start from £800 (community)
Deputyships	Please contact us for a price

Recruitment Selection	
Advice and assistance with recruitment and selection	£20ph
CRB checks (now DBS)	£66 each
Advice and assistance with contracts and terms and conditions of employment	£20ph
Health and safety	£20ph
Insurance We provide advice on Employers Liability Insurance and signpost; we do not supply this directly	na
Personal Assistant (PA) Finder*	Free in 2013 and up to 31.3 2014

* PA Finder service; this is a web based service. Penderels Trust will maintain a list of PAs available for work. Service users will be able to browse basic information including PA specialisms, eg, children, older people, area(s) and availability. Service users can then search by chosen criteria. They will receive a list of available PAs and can log in to view more details. Service users can make direct contact with PAs. PAs will sign up to a Code of Conduct (including safeguarding and personalisation); they will have proven qualifications and will receive a PA Handbook.

Support	
Free no-obligation first visit	Free (for an initial telephone discussion, web cam or local office based discussion). Free Initial Visit Welcome Pack.
Support planning	£20ph
Assisting service user with monitoring the services they receive	£20ph
Helping service user to make the most of the DP	£20ph
Assisting service user with paperwork	£20ph
Enabling service users to solve problems	£20ph
Other (please specify) Training	1 Day courses: Good Employer Workshop Supporting Service Users with Disciplinarys Personalisation for PAs Safeguarding for Service Users Managing your PA £50 per delegate (minimum 10 delegates)(smaller group by negotiation).

General	
Peer Support Group	Offered at a minimal charge to cover room hire and refreshments.

Discounts and incentives are offered based on number of hours purchased.

Penderels Trust Gloucestershire Payroll Price List

February 2013

	Number of employees	Set up fee	4 weekly payslips (per payslip)	End of year	Weekly cost	Annual cost
Standard	1	£40	£6.00	£20	£2.66	£138.00
	2	£40	£6.00 x 2 = £12.00	£40	£4.54	£236.00
	3	£40	£6.00 x 3 = £18.00	£40	£6.04	£314.00
	4	£40	£6.00 x 4 = £24.00	£40	£7.54	£392.00
	5	£40	£6.00 x 5 = £30.00	£40	£9.04	£470.00
BACS & TPSAs (Third Party Supported Accounts)	1	£40	£7.25	£20	£2.97	£154.25
	2	£40	£7.25 x 2 = £14.50	£40	£5.17	£268.50
	3	£40	£7.25 x 3 = £21.75	£40	£6.98	£362.75
	4	£40	£7.25 x 4 = £29.00	£40	£8.79	£457.00
	5	£40	£7.25 x 5 = £36.25	£40	£10.61	£551.25